

REQUEST FOR PROPOSALS

The New Hampshire Estuaries Project requests proposals for projects that will result in shoreland protection in the New Hampshire Coastal Watershed.

INTRODUCTION

The NH Office of State Planning and Energy Programs, New Hampshire Estuaries Project, is requesting proposals from qualified organizations to support shoreland protection in New Hampshire's Coastal Watershed.

Through the New Hampshire Estuaries Project (NHEP), funding is available for activities related to the permanent protection of shoreland. Individual projects selected for funding may be up to \$20,000 each. Activities may include but are not limited to land acquisition, resource assessments, plan development, land protection transaction activities, and/or municipal and landowner education. A 1:1 match of non-federal cash or in-kind services is required for projects funded by the NHEP (i.e., for each dollar contributed to a project by the NHEP, an equivalent must be provided by the proposer in the form of cash or in-kind services related to the project).

Funding for this project is provided through the U.S. Environmental Protection Agency National Estuary Program. Therefore, all federal requirements of the Clean Water Act, as amended, and all State requirements must be adhered to and will be part of a contract for services.

A contract to be executed between the parties selected and the Office of State Planning and Energy Programs will be submitted to Governor and Council for approval. The term of the contract will be from the date of Governor and Council approval to the project completion date, which can be no later than December 31, 2004.

All proposals must be received by Matt Craig, Planning Technician, NH Estuaries Project, 152 Court Street, Suite 1, Portsmouth, NH, 03801, no later than 4:00 PM on September 3, 2003. FAXED and emailed proposals will not be accepted.

GENERAL INFORMATION

Purpose: The NHEP *Management Plan* lists goals and Action Plans related to land use, development, and habitat protection. Several Action Plans involve shoreland protection to enhance and safeguard water quality, wildlife habitat, aesthetic quality, wetland functions, and other estuarine values. Specific Action Plans related to shoreland protection include: LND-2, LND-8A, LND-13, LND-14, LND-15, LND-16, LND-17, LND-20 (wetlands buffers), LND-25C (wetlands buffers), and LND-25D (wetlands buffers).

For more information on these Action Plans, see the *Management Plan* on the NHEP website: www.state.nh.us/nhep/Mgtplan/mgtplan.htm, or request a copy from the NHEP office at (603) 433-7187.

Geographic Scope: Eligible projects are those that protect New Hampshire coastal watershed shorelands abutting 3rd order or higher streams, tidal rivers and streams, lakes, estuaries, and important wetlands. Consideration also will be given to projects affecting land abutting 2nd order streams. (See attached coastal watershed map and stream list).

Project Schedule: Proposals should include a schedule for completion of all project tasks. Projects must be completed by December 31, 2004.

Reporting Requirements: Interim project reports will be required quarterly and must be submitted using the NHEP report template. A final report for the project shall describe all actions associated with the funded activity. Final report guidelines will be provided by the NHEP.

PROPOSAL REQUIREMENTS

A. DESCRIPTION OF PROPOSAL

In order to be considered, an original copy (so marked) of the proposal plus four (4) copies are required from the applicant. The proposal must include the following elements:

1. Transmittal Letter – signed by a person authorized to legally bind the applicant. The letter should contain a brief statement of the applicant's understanding of the work to be done, a commitment to perform the work within the time period, and a disclosure statement addressing the applicant's relationship(s), if any, with the State of New Hampshire.
2. Title Page – showing the proposal's topic, the organization name, address, telephone number, fax number, email address, name of contact person, and the date of the proposal.
3. Description of Project and Services to be Rendered – describing the proposed approach and process that will be used to accomplish the scope of work to be performed. It should clearly define the following:
 - Project objective (relate to specific Action Plans from the NHEP *Management Plan*, if applicable)
 - Explanation of how proposed activities will result in shoreland protection
 - Location of the project (should reference specific shoreland or water bodies) and description of shoreland (size, habitat type, ownership, etc.)
 - Statement of work which outlines specific work tasks or actions to accomplish the project objective

- Work products or deliverables generated for work tasks contained in the statement of work, as applicable
- Measures of success or outcomes anticipated

A schedule or time line should be provided for all work tasks identified.

4. Description/Qualifications of Applicant – describing the organization, including its mission and experience with similar land protection projects. Proposal must identify the individual(s) that would work on this project, including any subcontractors.

B. PROPOSAL BUDGET

Applicants must submit a total project budget, which includes (1) requested NHEP funds, (2) matching funds or in-kind services provided by applicant, and (3) any other funding contributing to the project, such as other federal funds. Matching funds must be non-federal sources of funding and must equal or exceed the amount requested from the NHEP. The budget should be tied to specific work tasks (i.e., a cost for completing each work task should be assigned). Costs should be broken into categories including personnel, travel, equipment/supplies, contractual, and any other relevant categories. Personnel costs should include hours and hourly rates. If NHEP funds will be used for land acquisition or related activities, the budget should indicate such.

The State of New Hampshire will not be responsible for expenses incurred in preparing this proposal and such costs should not be included.

Typical payment terms are equalized quarterly payments from the NHEP. Match documentation and interim reports must accompany quarterly payment requests. If the typical payment terms are not acceptable, the applicant should provide a requested payment schedule and a justification.

EVALUATION OF PROPOSALS

A review team selected by the NHEP Director will evaluate all proposals. The review team will be comprised of Office of State Planning and Energy Programs personnel and other land protection professionals.

Initial screening of proposals will determine if each proposal meets the minimum requirements outlined in this Request for Proposals. Following the initial screening, the review will focus on the proposed services and work tasks, the qualifications of the personnel to be assigned to the project, and the cost of the proposal. Particular emphasis will be placed on:

- Shoreland protection that is permanent

- Outreach activities that encourage and assist communities in developing and adopting land-use regulations to protect undisturbed shoreland buffers
- Activities that demonstrate improved enforcement or implementation of the state Comprehensive Shoreland Protection Act, Tidal Buffer Zone regulations, and other applicable shoreland protection policies through outreach efforts to local officials and shoreland property owners
- Projects with documented community support, particularly if the project involves outreach or technical assistance to landowners or municipal officials
- Shoreland that is associated with significant ecological resources or wildlife habitat
- Shoreland protection activities with committed partnering organizations, significant community support, a stable funding plan, and a property management plan
- Projects that generate overmatch (i.e., provide funds in excess of the 1:1 minimum match requirement)

SCHEDULE

07/16/03: Request for Proposals Released
09/03/03: Proposals Due
10/01/03: Proposals selected for funding
12/03/03: Project on Governor and Council Agenda for approval
12/03/03: Project Begins (pending G&C approval)
12/31/04: Project Completed

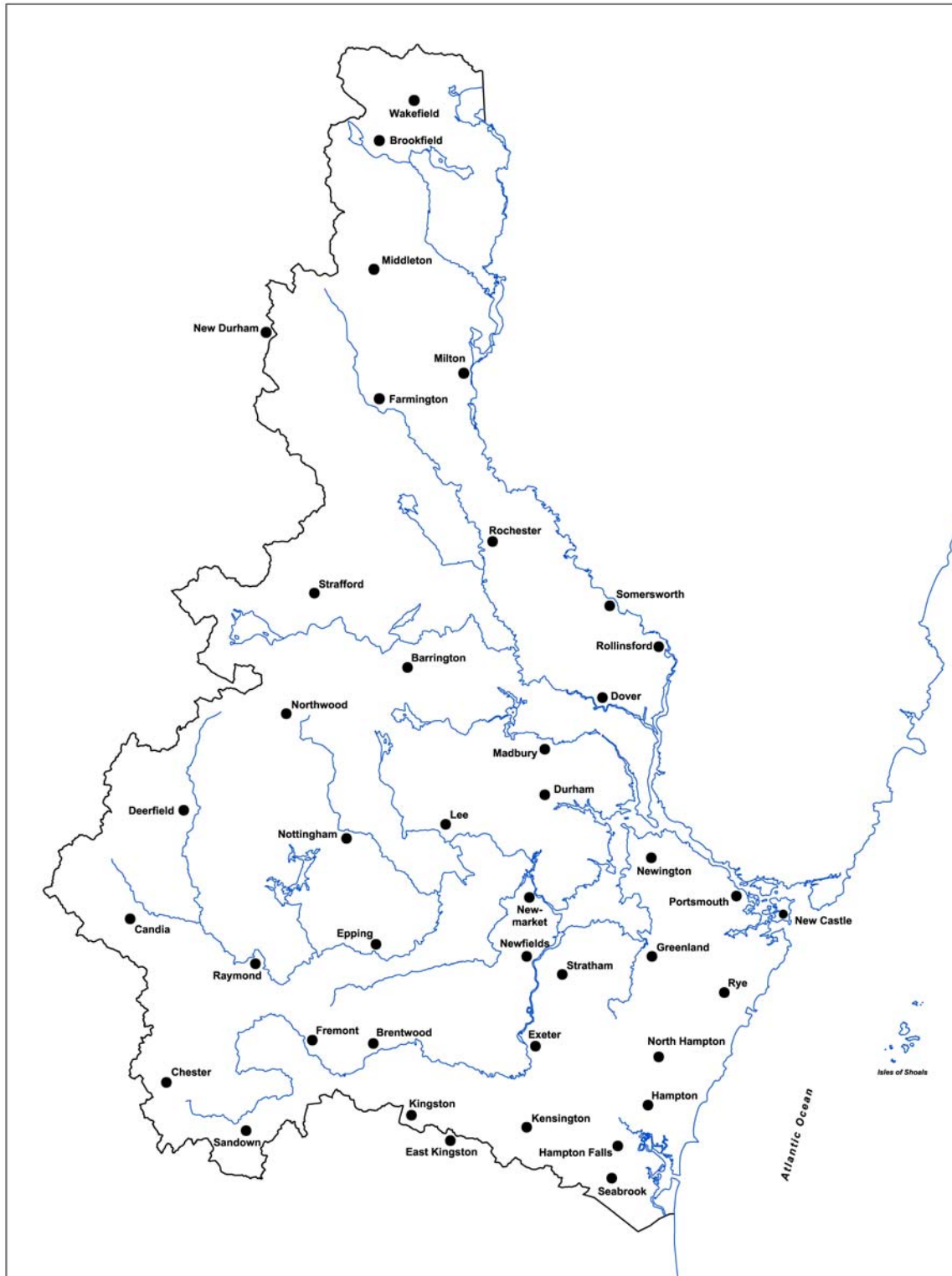
Proposals must be received by NHEP no later than 4:00 PM on September 3, 2003.

Direct any questions regarding this Request for Proposals to Matt Craig, NHEP Planning Technician, at 603/433-7187 or Matt.Craig@rscs.net.

Attachments:

Coastal Watershed Map
List of 3rd order and higher streams

New Hampshire's Coastal Watershed Communities



NOTE: Danville, a Coastal Watershed community, was unintentionally omitted from this map.

New Hampshire Coastal Watershed – Third Order and Higher Streams

All streams are third order, unless otherwise noted. In a given watershed, the first stream listed is furthest upstream. The tributaries and subwatersheds that follow are listed in the order in which they are encountered as one moves downstream on the main stem. Location described for each stream is the **upstream** end of the stream segment; the downstream end is the stream's junction with the next larger stream. All descriptions refer to USGS 7-1/2 minute quadrangle features.

Coastal Atlantic Watersheds

Hampton River watershed:

Hampton Falls River - jct. Winkley Brook, Hampton Falls - just north of Seabrook line
Taylor River - jct. Ash Brook, Hampton Falls/Hampton line
Little River - jct. SW trib, North Hampton (30'), just below Mill Pond

Piscataqua River Basin

Cocheco River watershed:

Cocheco River - jct. outlet Sunrise Lake, New Durham, just west of Middleton line
Isinglass River subwatershed:
Isinglass River - jct. unnamed north trib, Barrington, just east of Strafford line
Nippo Brook subwatershed:
Spruce Brook - jct. west and north tribs, south of Spruce Ponds, Strafford (515')
Stonehouse Brook - jct. Spruce Brook, Barrington (360')
Nippo Brook - jct. Stonehouse Brook, Barrington (305')
Isinglass River (4th) - jct. Nippo Brook, Barrington
Cocheco River (4th) - jct. Isinglass River, Rochester
Fresh Creek subwatershed:
Rollins Brook - jct. NW trib, Rollinsford (60'), just west of RR
Fresh Creek - jct. Rollins Brook and Twombly Brook, Rollinsford (just north of NH 4)

Salmon Falls River watershed:

Salmon Falls River - outlet Great East Lake, Wakefield
Branch River - jct. Churchill and Pike Brook, Brookfield/Wakefield line
Salmon Falls River (4th) - outlet Milton Pond (jct. Branch River), Milton

Great Bay/Little Bay watershed:

Squamscott/Exeter River subwatershed:
Exeter River - jct. outlet Hunt Pond from north, Sandown (215'), (northwest of village)
Great Brook - jct. Mill Brook, Kensington
Exeter River (4th) - jct. Great Brook, Exeter (just north of Kensington line)
Little River - jct. Bloody Brook, Exeter (70'), north of Rte. 111A
Lamprey River subwatershed:
Lamprey River - jct. Hartford Brook, Deerfield
North Branch River - jct. unnamed west trib. just west of Candia village (325')
Lamprey River (4th) - jct. North Branch River, Raymond
Pawtuckaway River - south outlet Pawtuckaway Pond, Nottingham
North River subwatershed:
North River - jct. outlet North River Pond w/ outlet Lucas Pond, West Nottingham (350')
Bean River subwatershed:
Bean River - jct. west and north tribs (300'), Nottingham - just east of Deerfield line north outlet Pawtuckaway Pond, Nottingham
Bean River (4th) - jct. north outlet Pawtuckaway Pond, Nottingham

North River (4th) - jct. Bean River, Nottingham

Lamprey River (5th) - jct. North River, Epping

Little River - jct. Pea Porridge Brook, Nottingham - just west of Lee line

Piscassic River - jct. NW trib, Newmarket, just north of Newfields line

Winnicut River - jct. Norton Brook, Greenland

Pickering Brook - Great Bog, Portsmouth (30'), west of RR, close to RR

Oyster River - jct. north and west tribs, Madbury (110') - SW of Bellamy Res.

Bellamy River subwatershed:

Bellamy River - jct. Pierce Brook, Barrington - just NW of Madbury line

Mallego Brook - jct. Calef/Wentworth Brook, Barrington - just above Madbury line

Bellamy River (4th) - outlet Bellamy Reservoir